

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting April 7, 2003 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:31 p.m. The following members answered roll call: Pam Anderson and Robert Harms. Boardmember William Soby arrived at 7:38 p.m. and Boardmember Tom Flaherty arrived at 7:49 p.m. Staff members present: Director of Libraries Victoria Johnson and Recording Secretary Sandra Barajas.

2. AGENDA APPROVAL:

Pam Anderson moved to approve the agenda as presented; seconded by Robert Harms; motion carried unanimously.

3. APPROVAL OF MINUTES OF 02/03/03 MEETING:

Robert Harms moved to approve the minutes as presented; seconded by Pam Anderson; motion carried unanimously.

4. PUBLIC INPUT: Joe Lipsig, a Sunnyvale resident, shared with the board and library staff a memo regarding customer service and the usability of the library. He shared with the board examples of situations he has witnessed when staff could have been friendlier or more helpful by going the extra mile. Boardmembers and Director Johnson thanked him, responded to two of the four items listed in his memo and will follow up on the others. He also made suggestions regarding the layout of materials and his desire for a place to put materials while waiting in line.

5. NEW BUSINESS:

a. National Library Week:

National Library Week commenced on Sunday, April 6 and will continue through Saturday, April 12, 2003. This year's displays were created by Supervising Librarian Sharon Kornhaus which included "What Our Customers Tell Us" a display of customer pictures with facts and issues. She also provided cutouts of open books on which customers may share their favorite library experiences. Boardmembers will be provided with informational packets including handouts regarding Public Library Foundation, Transaction Based Reimbursement, California Library Association resolution to USA Patriot Act and Sunnyvale Library facts for National Library Week.

6. WORK STUDY PROGRAM:

a. Legislative Issues:

The annual Silicon Valley Library System/Peninsula Library System Legislative Breakfast will be held on Saturday, April 26, 2003 at the Stanford Park Hotel in Menlo Park from 8:30 a.m. to 11:00 a.m. The guest speaker will be State Senator Jackie Speier. Invitations have been sent to City Council with an explanatory memo.

Legislative Day will be held Wednesday, April 30, 2003 in Sacramento,

California. This is an opportunity for library supporters, school, academic, public and special librarians, along with Commissioners, Trustees and Friends to bring libraries to the attention of State representatives. Boardmembers may register online and view issue papers at the California Library Association website. If boardmembers are unable to attend Legislative Day, Director Johnson encouraged boardmembers to write individual letters in support of the library legislative issues.

7. OLD BUSINESS:

a. RTC: 2002-0082 Library Sub-element Review:

Director Johnson provided boardmembers with the revised Library Sub-element Report to Council which includes the March Board meeting minutes, the March Planning Commission meeting minutes, an Environment Declaration and a Resolution page. Recommendations from the Planning Commission and the Board have been incorporated in the report. Director Johnson will be presenting *RTC: 03-116 2002-0082 Library Sub-element* to City Council on Tuesday, April 8, 2003.

b. Budget Issues Update:

Director Johnson provided an overview of the recommendations related to the library's four Capital and/or Special Projects for the library: 1.) Optimize Use of Existing Library Space, 2.) Library Automation Project, 3.) Future Library Space Needs and 4.) Library Foundation Program Grant.

c. Sunnyvale Health & Safety Fair:

The Sunnyvale Health and Safety Fair will be held Saturday, May 10, 2003 at the Columbia Neighborhood Center from 11 a.m. to 3 p.m. Chairperson Jackie Harrison and boardmember Bob Harms will participate with library bookmobile staff at the event. Discussion ensued regarding items boardmembers would like to have available for distribution to the public.

After discussion, boardmembers presented the following suggestions:

- Sunnyvale Library visors
- "Sunnyvale Rules" ruler
- Video, DVD and book lists
- Health resources available at the library (books, videos, etc.)

8. SAB (System Advisory Board) REPORT: None.

9. CHAIRPERSON'S REPORT:

Chairperson Harrison congratulated boardmember Pam Anderson for being selected to serve on the Outreach Task Force. This task force will help ensure that Sunnyvale community members are better informed about City issues and activities.

She shared with staff and board a letter from the California Association Library Trustees and Commissioners (CALTAC) regarding Legislative Day and other

information. She also shared with staff and board a newsletter from the American Association of University Women.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- Administrative Librarian Karen Willes' retirement brought a number of changes to the library. Currently Administrative Librarian Susan Denniston supervises all Supervising Librarians. The library is presently recruiting for a Supervising Librarian position. Upon completion of the budget process, an Administrative Librarian recruitment may begin. Retirees Karen Willes and Dora Kanazawa are working on a casual basis.
- The new library brochure has been developed by a library committee headed by Administrative Librarian Susan Denniston. The first phase in the project was a new library card. Library staff is awaiting the outer cover of the brochure and the Circulation insert.
- Don Chvatal has been hired as a consultant to work with the library on the automation project and will assist in negotiations. He spent a couple of days at the library meeting with our staff and with staff from the Information Technology Department. He has prepared a Request for Clarification from two vendors. The library expects to have an agreement before the end of the calendar year.
- One of the non-routine projects for this year was to establish a Welcome Desk. The idea is to have library staff members available near the front entrance to assist library users who are unfamiliar with the layout of the building location of services or programs. The Welcome Desk will be handled by Circulation staff with some assistance from Adult and Children's Librarians. Also, with the assistance of Facility Management staff, the directory near the entrance is being expanded to allow for more materials to be posted.
- Supervising Librarian Sharon Kornhaus has developed a Library Newsletter to be distributed to the public every other month. This will include information on library services and materials and will include the schedule for all programs.
- Orientation for new Board and Commission members will be held April 15, 2003 from 6 - 8 p.m.
- Sc[i]³ is using new volunteers to help manage the videoconference training programs. The newest partnership at Texas A & M, is not being required to pay the annual subscription to the Patent and Trademark Office. This \$30,000 bill continues to be an issue with the PTO. The City Manager and City Council recently met with the Commissioner of Trademarks and Commissioner of Patents to once again request the elimination of the subscription.
- The Vienna Teng library program had a total of 240 attendees.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Robert Harms shared with board and staff a flyer for the upcoming Friends of the Sunnyvale Public Library book sale. He also shared a letter from Assistant City Manager Amy Chan thanking him for his budget reduction suggestion regarding fleet maintenance.

Pam Anderson gave a brief overview regarding the Outreach Task Force.

12. STAFF INPUT: None.
13. AGENDA BUILDING:
15. NEXT MEETING: 5/5/03, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, Pam Anderson moved that the meeting be adjourned at 9:40 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries